

What should our school/kura expect during Wormald's annual inspection?

To comply with the Building Act 2004, an annual inspection of all the Specified Systems you have at your school/kura must occur. This is in addition to the monthly testing of your fire alarm and sprinkler system.

Wormald is contracted to carry out this inspection for some of your systems. These will include, but is not limited to, an inspection of:

- Fire alarms
- Sprinkler systems
- Emergency lighting
- 'Passive' systems, i.e., final exits, signs, etc

Before The Inspection

Your designated contact will receive a phone call from Wormald to advise that the annual inspection is due and to book a time and date. The Ministry of Education requires this to occur at least six weeks before your Building Warrant of Fitness (BWOFF) expiry. This is to ensure you have plenty of time to complete any remedial work that is found to be required during the inspection.

Except in exceptional circumstances, this inspection will need to take place during school hours. We appreciate your understanding and cooperation in allowing this to proceed without delay.

During The Inspection

Wormald will need access to all areas of your site, including staffrooms, classroom cupboards, etc.

Some parts of the inspection may impact your staff, students, and visitors:

Sirens

A series of short sounder bursts (the number will depend on how many Zones your fire alarm system has). This testing can be done before or after school hours to minimise disruption if required – please speak to your tester on the day

Devices

Inspectors will require access to classrooms to test manual call points, smoke detectors, etc., but this testing is silent, so it will not create any audible disruption

After The Inspection

When their visit is complete, Wormald will provide you with copies of two documents – a Safety Features Verification Certificate and a Fire Protection Verification Certificate. These should be filed in Section 4 of your Building Manual and kept for two years.

You will also be issued a Work Requirement Notice (WRN) if any remedial work is required. In most cases, the WRN must be completed before your next BWOFF can be issued.

If you have any questions about the annual inspection, WRN, or anything related to your BWOFF, please get in touch with the team at Argest – we're here to help.

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